



General Services Administration

Federal Acquisition Service Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage is: gsaadvantage.gov.

Schedule Title: Transportation, Delivery & Relocations Solutions
FSC Group: V301, V111 & V112
Contract Number: GS-33F-0034W
SIN: 653-8 Office Relocation

For more information on ordering from Federal Supply Schedules click on FSS Schedules at fss.gsa.gov

Contract Period: February 1, 2015 – January 31, 2020
Price List updated per EModification PA-0012 effective July 28, 2015

Hoffberger Moving Services LLC
1406 Shoemaker Road, Suite F
Baltimore, MD 21209-2014
Telephone: (410) 825-3344
Fax: (410) 825-3355
www.hmsmovers.com

Contract Administrator:

Margaret Hoffberger
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Baltimore, MD 21209-2014
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Business Size: Small Business
Woman Owned Business
Woman Owned (WOSB)
Woman Owned (EDWOSB)



Customer Information Page

- 1a. **Special Item Number SIN(s) awarded:** SIN 653-8 (Office Relocation Services)
including recovery purchasing.
- 1b. **Awarded Pricing:**
See Attachment 1
- 1c. **Labor Hour Category Descriptions:**
See Attachment 2
- 2. **Maximum order:** \$1,000,000 – For orders above the maximum order, customers are required to seek further price reductions.
- 3. **Minimum order:** \$100
- 4. **Geographic coverage (delivery area):**
Domestic – Delaware, Pennsylvania, West Virginia, Virginia, the District of Columbia and Maryland
- 5. **Point(s) of production (city, county, and state, or foreign country):**
Baltimore, MD 21209
- 6. **Discount from list prices or statement of net prices:**
Prices in Attachment 1 are net and discounts are inclusive
- 7. **Quantity discounts:** None
- 8. **Prompt Payment terms:** Net 30.
- 9a. **Notification whether Government purchase cards are accepted at or below the micro-purchase threshold.** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.** Yes
- 10. **Foreign items:** Not Applicable
- 11a. **Time of Delivery:** To be negotiated at the task order level
- 11b. **Expedited delivery:** To be negotiated at the task order level.
- 11c. **Overnight and 2-day delivery:** To be negotiated at the task order level.
- 11d. **Urgent Requirements:** To be negotiated at the task order level.
- 12. **F.O.B point(s):** Destination
- 13a. **Ordering address (es):**
1406 Shoemaker Road, Suite F, Baltimore, MD 21209-2014
- 13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on blanket purchase agreements (BPAs), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).
- 14. **Payment addresses (es):**
1406 Shoemaker Road, Suite F, Baltimore, MD 21209-2014
- 15. **Warranty provision:** Not Applicable

16. **Export packing charges:** Not Applicable
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level):** Not Applicable
18. **Terms and conditions of rental, maintenance, and repair:** Not Applicable
19. **Terms and conditions of installation:** Not Applicable
- 20a. **Terms and conditions of repair parts:** Not Applicable
- 20b. **Terms and conditions for any other services:** Not Applicable
21. **List of services and distribution points:** Not Applicable
22. **List of participating dealers:** Not Applicable
23. **Preventative maintenance-** Not Applicable
- 24a. **Special attributes such as environmental attributes:** Not Applicable
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details and be found:** Not Applicable
25. **Data Universal Number System (DUNS) number:** 011804542
26. **Notification regarding registration in System for Award Management (SAM) database:** Current and active

Attachment 1

Labor	Per Hour	Overtime Rates	Holiday Rates
Sr. Project Manager	\$ 76.57	\$ 114.86	\$ 153.14
Project Manager	\$ 56.47	\$ 84.71	\$ 112.94
Install Supervisor	\$ 33.49	\$ 50.24	\$ 66.98
Supervisor	\$ 28.47	\$ 42.71	\$ 56.94
Pack Supervisor	\$ 28.47	\$ 42.71	\$ 56.94
Installer	\$ 28.47	\$ 42.71	\$ 56.94
Helper	\$ 19.46	\$ 29.19	\$ 38.92
Liftgate Truck & Driver	\$ 58.40	\$ 75.90	\$ 93.40
Van & Driver	\$ 57.44	\$ 74.94	\$ 92.44
Tractor & Driver	\$ 77.87	\$ 110.00	\$ 130.00

Contract Support Items	Price
Crew Transport	\$ 80.00
Storage Rate - per cubic foot / per month	\$ 0.43
Wardrobe 22x24x48 - each	\$ 11.96
Commercial Bin 48x24x48 - each	\$ 23.92
Legal Size Carton - each	\$ 2.95
Color Coded Labels – per roll	\$ 9.57
China Barrels – each	\$ 11.96
Duct Tape – per roll	\$ 6.46
Packing Tape – per roll	\$ 6.70
Masking Tape – per roll	\$ 6.70
Nylon Filament Tape – per roll	\$ 6.70
Bubble Wrap – per roll	\$ 222.79
Shrink Wrap – per roll	\$ 20.82
Computer Bags – per bag	\$ 0.55
Newsprint – per bundle	\$ 26.38
Numbered Security Seals – per pack of 100	\$ 71.79
Zip Ties – each / per pack of 100	\$ 0.15
Pallets - each	\$ 5.74

Rentals	Rate
Book Cart – per cart / per week	\$ 35.89
Crate – per crate / per week	\$ 1.91
Crate Dollies – per dolly / per week	\$ 4.79
Commercial Bin – per bin / per week	\$ 4.79
Panel Cart – per cart / per week	\$ 33.50
Trailer – per trailer / per day	\$ 57.43
Trailer Lot – per trailer / per month	\$ 57.43

Delivery / Pickup / Disposal	
Deliver / Pickup Charge – per delivery / pickup	\$ 105.29
* Disposal Fee – landfill rate per ton	\$ 68.01

* Disposal fee cannot be discounted as the County charges their specific rate which is \$67.50 per ton.

Notes:

1. Travel: To be negotiated between ordering agency and the contractor and listed as a separate line item on the invoice.
2. Tolls: To be negotiated between the ordering agency and the contractor and listed as a separate line item on the invoice.

Attachment 2

Hoffberger Moving Services LLC, Labor Hour Category Descriptions

1. Senior Project Manager:

Definition and Responsibilities:

A Senior Project Manager is the individual responsible for coordinating all activities of multiple office relocation projects and task orders simultaneously. Provides overall supervision of the performance of task orders while maintaining Quality Control and positive continuous communication with agency project managers as well as their own individual task order project managers.

Training, Experience, Education, Certifications/Security Clearances:

A Senior Project Manager will have completed some formalized Project Management Training Program and have a minimum of 10 years work experience in this field. A BS degree or higher is preferred. No security clearance is required but is highly desired.

2. Project Manager:

Definition and Responsibilities:

A Project Manager is responsible for coordinating all the activities of a single office relocation project/task order and maintains Quality Control and continuous effective communications with the client agency project manager.

Training, Experience, Education, Certifications/Security Clearances:

A Project Manager will have completed some formalized Project Management Training Program and have a minimum of 6 years work experience in this field. An AA degree is preferred but a High School graduate is acceptable provided he has the PM training.

3. Install Supervisor:

Definition and Responsibilities:

An Install Supervisor is a hands on frontline leader who is responsible for managing the installers / laborers who actually disassemble/assemble and install the new and existing FFE in accordance with some very specific and detailed instructions.

Training, Experience, Education, Certifications/Security Clearances:

An Install Supervisor will have attended various furniture manufacturer training classes and has a minimum of 4 years work experience in FFE installations and 2-3 years of supervisory

experience. A High School graduate is the minimum educational requirement although an AA degree is preferred. No security clearance is required.

4. Installer:

Definition and Responsibilities:

An Installer is responsible for disassembly/assembly and installation under the supervision of the Install Supervisor. Must be knowledgeable of the assembly details of many varied furniture types.

Training, Experience, Education, Certifications/Security Clearances:

An Installer will have attended various furniture manufacturer training classes and have a minimum of 2 years experience in FFE installation. A High School graduate is the minimum educational requirement but 2 additional years of work experience may be substituted for the educational requirement. No security clearance is required.

5. Pack Supervisor:

Definition and Responsibilities:

A Packer Supervisor is a hands on frontline leader who is responsible for managing the helpers who are responsible for the FFE handling and proper relocation. The helpers report directly to the Pack Supervisor.

Training, Experience, Education, Certifications/Security Clearances:

A Pack Supervisor will have completed the appropriate training school programs and have a minimum of 4 years in this field and 2-3 years of supervisory experience. A High School graduate is the minimum educational requirement although an AA degree is preferred. No security clearance is required.

6. Helper:

Definition and Responsibilities:

A Helper is responsible for preparing and handling/carrying the FFE to and from the transport vehicle while under supervision. Will assist in the protection of all FFE by using the proper packing/shipping/protective materials.

Training, Experience, Education, Certifications/Security Clearances:

A Helper will have completed the appropriate training and have a minimum of 2 years experience in the field and be a High School graduate. An additional 2 years of work experience may be substituted for the education requirement.

7. Liftgate and Van Driver:

Definition and Responsibilities:

A Liftgate and Van Driver CDL B driver is responsible for safely operating a transport vehicle in carrying FFE and cargo from one location to another. Will also be responsible for the cleanliness and operator level maintenance of the assigned vehicle.

Training, Experience, Education, Certifications/Security Clearances:

A Liftgate and Van Driver will have and maintain the required drivers' licenses, the proper DOT clearances and will have attended the appropriate training. A minimum of 2 years of driving experience is required and the driver should be a High School graduate. An additional 2 years of work experience may be substituted for the education requirement.

8. Tractor Driver

Definition and Responsibilities:

A tractor and Driver is responsible for safely operating a heavy transport vehicle in carrying FFE and cargo from one location to another. Will also be responsible for the cleanliness and operator level maintenance of the assigned vehicle.

Training, Experience, Education, Certifications/Security Clearances:

A Tractor Driver will have and maintain the required drivers' licenses, the proper DOT clearances and will have attended the appropriated training. A high school graduate with 2 years of driving experience is required. An additional 2 years of work experience may be substituted for the education requirements.